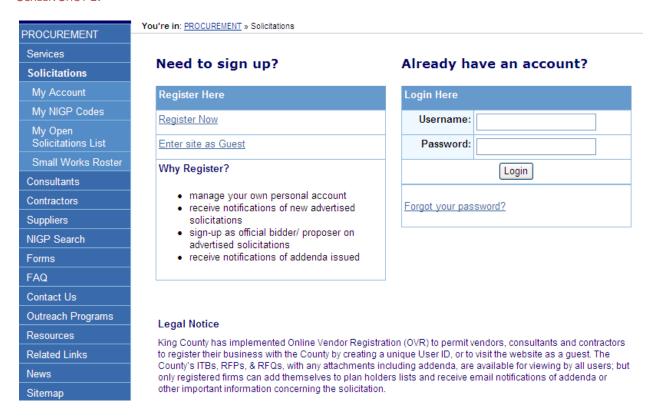
Architectural and Engineering Roster Registration Guide:

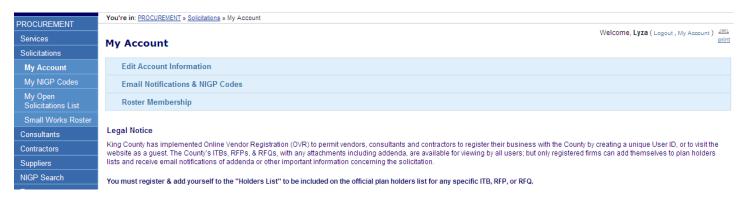
https://procurement.kingcounty.gov/procurement OVR/myaccount.aspx

SCREEN SHOT 1:



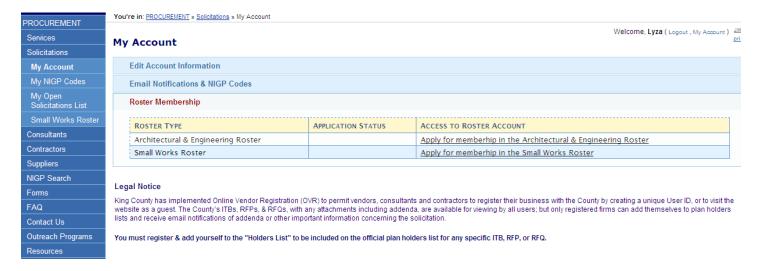
- 1. You have to be a King County OVR (Online Vendor Registration) registered Vendor to participate in the online "Roster Application" system. Click "Register Now" to register.
- 2. If you are a registered vendor, enter your Username and Password.

SCREEN SHOT 2:



1. Click "Roster Membership" inside of page tab.

SCREEN SHOT 3A:



1. Click "Apply for membership in the Architectural and Engineering Roster" under "Access to Roster Account" column.

SCREEN SHOT 3B/ ARCHITECTURAL AND ENGINEERING ROSTER:



- 1. Read the Statement of Certification/ Disclaimer.
- 2. Click "Create an Architectural and Engineering Roster Account"

YOU WILL NOW ENTER INFORMATION TO CREATE YOUR ORGANIZATION'S ROSTER ACCOUNT.

SCREEN SHOT 4A/ARCHITECTURAL AND ENGINEERING:



- 1. Read the instruction carefully.
- 2. Go to "Organization Information" tab, inside of page.

SCREEN SHOT 5/ARCHITECTURAL AND ENGINEERING ROSTER:



- 1. Update your organization information.
- 2. Provide/update UBI Number and SCS Number. (Optional)
- 3. Click "Update" button if you made changes.

SCREEN SHOT 6A/ARCHITECTURAL AND ENGINEERING ROSTER:



- 1. Enter all of your organization's Washington State Contractor licenses, no limit in number of entries.
- 2. Go to "Category's of Work" tab, inside of page.

SCREEN SHOT 6B/ARCHITECTURAL AND ENGINEERING ROSTER:



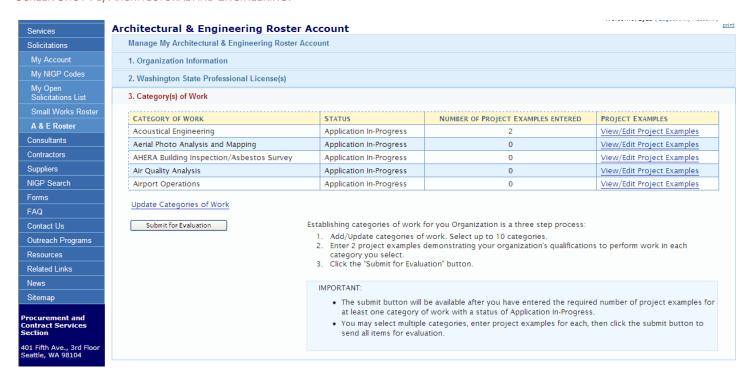
Screen shot of page with data information added.

SCREEN SHOT 7A/ ARCHITECTURAL AND ENGINEERING ROSTER:



- 1. Read the direction carefully. There are 4 steps to add/update your category(s) of work.
- 2. Click "Update Categories of Work".

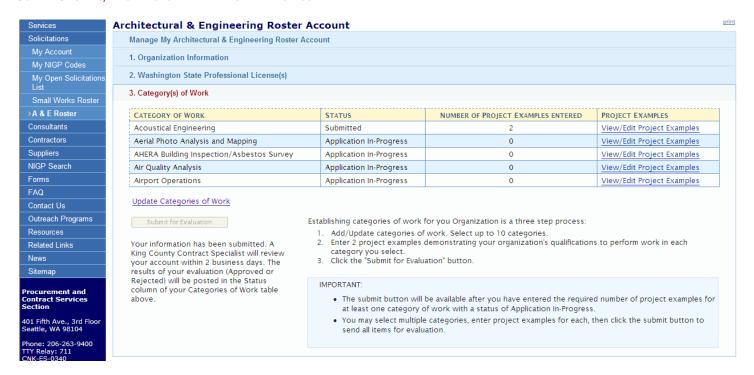
SCREEN SHOT 7B/ARCHITECTURAL AND ENGINEERING:



Screen shot of page with categories of work added.

1. Do not click the "Submit for Evaluation" button until you have added/updated all the categories of work entries you wish to make for the time being.

SCREEN SHOT 7C/ARCHITECTURAL AND ENGINEERING ROSTER:



Screen shot of page after roster application/ category(s) of work information have been submitted for evaluation.

Reference for "Status" of Category(s) of Work:

Status of Category(s) of Work	Description			
Application In-Progress	Roster application has been initiated, but not completed.			
Submitted	Roster application has been completed and submitted for evaluation. 2 scenarios possible: - Vendor required document (LPW)/information plus at least one category of work with 2 project examples submitted for approval. - An approved vendor submits additional category (s) of work with the corresponding 2 project examples.			
Approved	 2 scenarios: Vendor is approved for roster program, [URL of roster home page]. Vendor is approved for a specific category of work [URL of roster home page]. 			
Rejected	 2 scenarios: Vendor is rejected for roster program, [URL of roster home page]. Vendor is rejected for a specific category of work [URL of roster home page]. 			
Deactivated	Vendor may be deactivated per action taken by vendor in lieu of termination of employment from organization, or due to obsolete/inactive account.			

SCREEN SHOT 8A/ARCHITECTURAL AND ENGINEERING ROSTER:

Services	Architectural & Engineering Roster Account - Add/Remove Categories of Work						
Solicitations	Go back to Architectural & Engineering Roster Account > Category(s) of Work						
Consultants							
Contractors	IMPORTANT:						
Suppliers	 Deselecting a category of work for your firm will delete all associated project examples, and your firm will not be considered eligible for the category unl re-apply in the future. You will not be able to add/remove categories, or edit project examples, while your account or category status is Submitted. 						
NIGP Search							
Forms							
FAQ							
Contact Us	CATEGORY OF WORK	NUMBER OF PROJECT EXAMPLES ENTERED		STATUS			
Outreach Programs	Acoustical Engineering	0	View/Edit Project Examples				
Resources	Aerial Photo Analysis and Mapping	0	View/Edit Project Examples				
Related Links	AHERA Building Inspection/Asbestos Survey	0	View/Edit Project Examples				
News	Air Quality Analysis	0	View/Edit Project Examples				
Sitemap	Airport Operations	0	View/Edit Project Examples				
	Airport Planning and Development	0	View/Edit Project Examples				
	Alternative Energy Production Facility Engineering	0	View/Edit Project Examples				
	Aquatic Habitat - Evaluation/Management/Mitigation/Monitoring	0	View/Edit Project Examples				
	Archaeological and historic resource services	0	View/Edit Project Examples				
	Archaeology/Anthropology and Tribal Issues	0	View/Edit Project Examples				
	Architecture - Bridge Design	0	View/Edit Project Examples				

Screen shot of page, with no "Category of Work" chosen.

- 1. Read the direction carefully.
- 2. Check/Add "Category of Work". Limit to ten (10) items.
- 3. To add project example to selected Category of work, click "View/Edit Project Examples", 4th column.
- 4. To view a summary of selected "Category of Work" items, click "Go back to Small Works

 Roster Account > Category(s) of Work" at the top/bottom of the page.

SCREEN SHOT 8B/ARCHITECTURAL AND ENGINEERING ROSTER:

Services	Architectural & Engineering Roster Account - Add/Remove Categories of Work										
Solicitations	Go back to Architectural & Engineering Roster Account > Category(s) of Work										
Consultants											
Contractors	IMPORTANT:										
Suppliers	 Deselecting a category of work for your firm will delete all associated project examples, and your firm will not be considered eligible for the category unless you re-apply in the future. You will not be able to add/remove categories, or edit project examples, while your account or category status is Submitted. 										
NIGP Search											
Forms											
FAQ				,							
Contact Us		CATEGORY OF WORK	NUMBER OF PROJECT EXAMPLES ENTERED		STATUS						
Outreach Programs	V	Acoustical Engineering	2	View/Edit Project Examples	Application In-Progress						
Resources	V	Aerial Photo Analysis and Mapping	0	View/Edit Project Examples	Application In-Progress						
Related Links	V	AHERA Building Inspection/Asbestos Survey	0	View/Edit Project Examples	Application In-Progress						
News	✓	Air Quality Analysis	0	View/Edit Project Examples	Application In-Progress						
Sitemap	V	Airport Operations	0	View/Edit Project Examples	Application In-Progress						
		Airport Planning and Development	0	View/Edit Project Examples							
		Alternative Energy Production Facility Engineering	0	View/Edit Project Examples							
		Aquatic Habitat - Evaluation/Management/Mitigation/Monitoring	0	View/Edit Project Examples							
		Archaeological and historic resource services	0	View/Edit Project Examples							

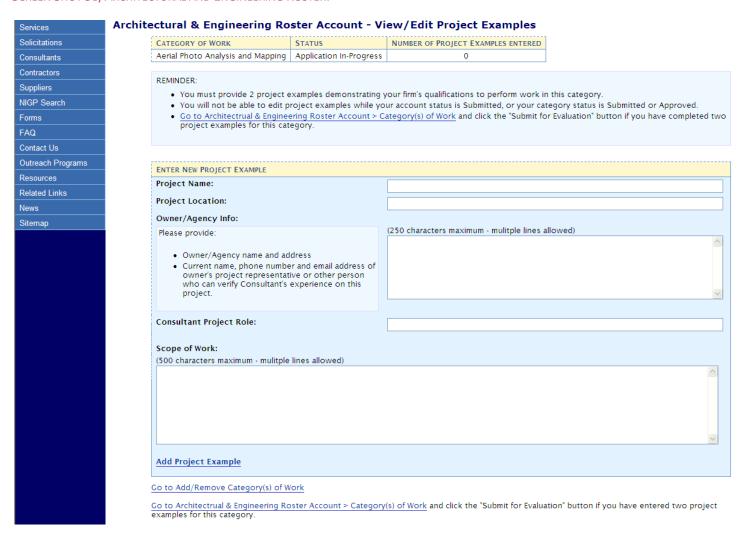
Screen shot of page with category(s) of work selected.

SCREEN SHOT 9A/ARCHITECTURAL AND ENGINEERING ROSTER:



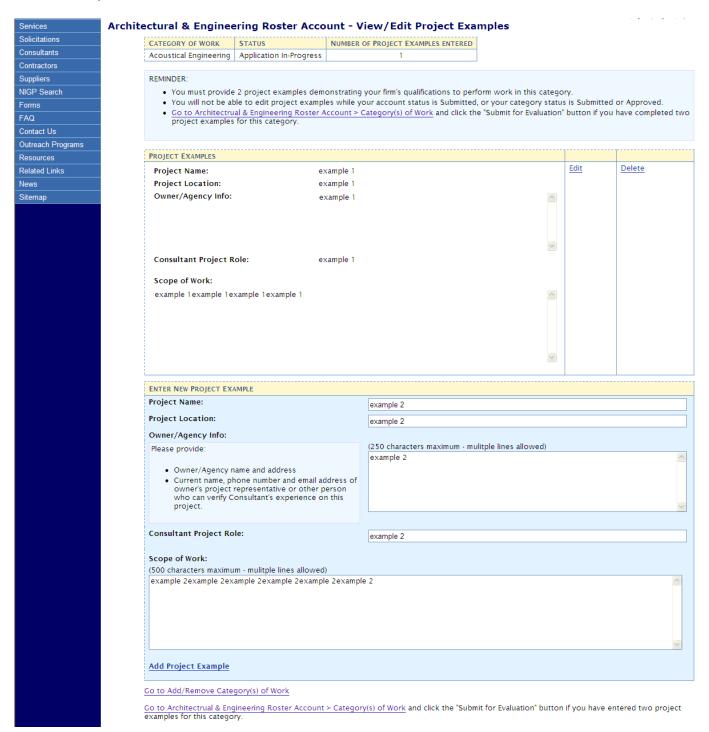
Screen shot of page with no category(s) of work selected.

SCREEN SHOT 9B/ARCHITECTURAL AND ENGINEERING ROSTER:



- 1. Read the direction carefully.
- 2. Click "Add Project Example". Provide two (2) project examples.
- 3. To add or delete a category of work, click "Go to Add/Remove Category(s) of Work"

SCREEN SHOT 9C/ARCHITECTURAL AND ENGINEERING ROSTER:



Screen view with a "Category of Work" chosen and two project examples entered.

If you have entered 2 project examples for this category, click "Go to Small Works Roster
 <u>Account > Category(s) of Work</u>" to view a summary list of selected category(s) of work and
 project examples."